

NCB-TNC (82-19)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R6738200

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| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) | | 3. Service New <input type="checkbox"/> Dept'l <input type="checkbox"/> Field <input checked="" type="checkbox"/> | | 4. Employing Office Location | | 5. Duty Station | | 6. CSC Certification No. | |
| Replaces PDCN R6738100, Aircraft Mechanic, WG-8852-11 | | 7. Fair Labor Standards Act Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> N/A | | 8. Employment/Financial Stmt Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | 9. Subject to IA Action Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | 10. Position Status Competitive <input type="checkbox"/> Excepted (Specify) <input checked="" type="checkbox"/> 32 USC 709 | |
| | | 11. Position is Suprvsry <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither <input type="checkbox"/> | | 12. Sensitivity Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive <input type="checkbox"/> | | 13. Competitive Level Code | | 14. Agency Use Enlisted | |

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|---|----------------------------|----------|-------------------|--------|-----------|------|
| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
| a. Civil Service | | | | | | |
| b. Department, Agency, or Establishment | | | | | | |
| c. Bureau | Aircraft Mechanic | WG | 8852 | 11 HDW | 20 May 81 | |
| d. Field Office | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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| 16. Organizational Title of Position (if different from official title) | 17. Name of Employee (if vacancy, specify) |
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| 18. Department, Agency, or Establishment National Guard Bureau | c. Third Subdivision Army Aviation Flight Activity and Army Aviation Support Facility |
| a. First Subdivision State Adjutant General | d. Fourth Subdivision |
| b. Second Subdivision State Aviation Office | e. Fifth Subdivision |

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| 19. Employee Review This is an accurate description of the major duties and responsibilities of my position | Signature of Employee (optional) |
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Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

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| a. Typed Name and Title of Immediate Supervisor | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature _____ Date _____ | Signature _____ Date _____ |

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| 21. Classification/Job Grading Certification. I certify that this position has been classified, graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards | 22. Standards Used in Classifying/Grading Position JGS for Aircraft Mechanic, K-8852, dated Feb 1969 |
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| Typed Name and Title of Official Taking Action DAVID L. BROUGH Position Classification Specialist | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission |
| Signature <i>David Brough</i> Date 20 May 81 | |

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty, for which compensatory time off will be granted. May be required to fly in military or commercial aircraft for TDY purposes. Incumbent must be assigned to a compatible military position in one of the following specialties: Enl: CMF 67, or be assigned as 1st Sgt or Detachment Sgt in one of the following MOSs: 91B, 19Z, 96D. May be assigned MOS00Z50 in immediate Hq of unit of employment; May be assigned as 1st Sgt or

25. Description of Major Duties and Responsibilities (see attached) Section Sgt in unit of employment.

25.

a. INTRODUCTION:

This position is located in an **Army** Aviation Support Facility (AASF) or Army Aviation Flight Activity (AAFA) with responsibility for the performance of the full range of aircraft maintenance duties including troubleshooting, preventive maintenance, repair, and ground testing of assemblies, systems, and surfaces for one or **more** types of military aircraft, fixed and rotary wing. Perform duties and has responsibilities understood under the military designation of Crew Chief which involves full maintenance responsibility for a required **minimum** number of aircraft as determined by type of aircraft. Has responsibility for one or **more** subordinate employees who assist in the repair and maintenance of assigned aircraft. May be required to perform duties per the military definition of Flight Engineer ~~on the CH-47 and CH-54 cargo helicopter.~~

b. DUTIES AND RESPONSIBILITIES:

(1) Performs Crew Chief duties with full **maintenance** responsibility for assigned aircraft. **Number** of aircraft to be assigned to an incumbent is predetermined by taking into **account** such factors as the **complexity**, size, and maintenance **requirements** of aircraft, the unit mission **requirement** to have Flight Mechanic or Flight Engineer on board during missions, etc. Diagnoses problems with all aircraft system and components, perform required repairs and accomplishes required preventive **maintenance**. Serves as a point of contact for assigned aircraft, receiving written and verbal discrepancies from pilots and diagnosing problems. **Documents** deficiencies, malfunctions, and the repairs required to return aircraft to serviceable condition. Contacts Allied Shops personnel to perform specialist work in such areas as sheet **metal**, avionics, **propeller-rotor**, engine, etc., and oversees the work performed. Assigns and directs the work of one or **more** subordinate aircraft mechanic(s) to include less than journeyman level. ~~Is authorized to perform, and performs, start and run up rotary wing and/or fixed wing aircraft (except CH-54 and CH-47 IAW NGB 95-1 procedures) to perform operational tests using aircraft engine power.~~ Accompanies pilot during flights to locate discrepancies that are not evident during ground operation. May perform duties as a crew **member** (Flight Mechanic or Flight Engineer) during assigned missions on aircraft with that requirement.

(2) Performs the full range of preventive **maintenance**, repair, and ground testing of aircraft system, assemblies, and surfaces. Using a variety of **methods** including test equipment, visual checks, and instruments diagnoses and identifies problem areas and determines the extent of repairs required. Removes components and assemblies, repairs or replaces defective parts and components, and reassembles repaired **items into** the aircraft. Installs, aligns, and makes needed **adjustments** to major **components** and assemblies such as engines, propeller/rotors, **transmissions**, hydraulic systems, etc. **Accomplishes** adjustments to related systems which may be affected by repairs. Conducts **ground** functional tests of all aircraft systems. **Accomplishes** or monitors the performance of periodic inspection, daily inspections, **refueling/defueling** of aircraft, and all servicing operations.

(3) Plans and conducts a flight training program for drill status crew chiefs to include maintenance instruction for assigned aircraft, the use of hand and arm signals used, ground handling of aircraft, use of ground equipment, aircraft loading, hoist operations, emergency procedures, etc. Performs duties as a Flight Mechanic/Flight Engineer ~~on CH-47 and CH-54~~ as required to carry out the unit mission, and as such carries out pre-flight, inflight, and post flight duties.

(4) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Work is performed under the general supervision of the Aircraft Mechanic Foreman. Assignments are typically in the form of work orders, inspection reports or verbal instructions. The incumbent is expected to plan work sequences, select proper tools and repair parts, and carry out assignments through to completion, referring only unusual and difficult problems to the supervisor. Work may be checked in process and upon completion for acceptability and adherence to instructions and established standards. Published guidance includes technical manuals, manufacturers' specifications, factory bulletins and standard operating procedures.

d. WORKING CONDITIONS:

Works inside and outside, in inclement weather, on icy, wet, and slippery ramps and work-stands at temperature and humidity extremes. Work areas may be drafty, noisy and have toxic fumes present. Irritants such as aircraft fluids, dirt, grease, dust, paint, and solvents may be present. Exposure to cuts, burns, shock, strains, and broken bones exists.

e. PHYSICAL EFFORT:

Required to climb, stand, stoop, bend, stretch, and work in tiring and uncomfortable positions. Frequently lifts parts and equipment weighing up to 20 pounds. Occasionally lifts and carries items weighing 50 pounds and over.

f. OTHER SIGNIFICANT FACTORS:

Eligible for NGB Non-Aviator Flying Status. Must be qualified for Class III flying duties.

g. QUALIFICATIONS:

(1) Must have 18 months experience and/or appropriate training in such functions as troubleshooting, repairing, maintaining, servicing, inspecting and modifying aircraft, aircraft installed equipment and related ground equipment.

(2) Must have experience and/or appropriate training which would demonstrate a thorough knowledge of aircraft systems and components in electrical, fuel, hydraulic, environmental and mechanical principles in sufficient detail to perform his duties and responsibilities as applied to the units aircraft and supportive systems; maintenance management systems maintenance and data reporting, required to insure proper work sequence planning and review, and a thorough understanding of technical orders, maintenance regulations and management operating procedures.

EVALUATION STATEMENT

1. Position Description Number: R6738200
2. Title, Series and Grade: Aircraft Mechanic, K-8852-11
3. Office of Personnel Management Standard Used in the Evaluation: Job Grading Standard for Aircraft Mechanic WG-8852, dated February 1969.

4. Background:

This position description is a result of a nationwide classification study which has resulted in a significant reassignment of duties and responsibilities, especially with respect to this position. Under the designation of Crew Chief, the WG-11 heads a team which performs both Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) on an assigned number of aircraft. This position description recognizes, in addition, the reassignment of positions formerly designated as Flight Engineer on the CH-47 and CR-54 aircraft from Aviation Operations to the Aircraft Maintenance Operations. By reassigning these positions to the maintenance of aircraft in addition to their flying responsibilities, the WG-11 grade can be supported.

5. Series Determination:

The Aircraft Mechanic Series, WG-8852 covers all nonsupervisory work involving the repair and maintenance of fixed and rotarywing aircraft, including all associated systems, components, and assemblies. The correct series for the job is therefore Aircraft Mechanic, K-8852.

6. Title Determination:

The authorized title for jobs covered by this series at the WG-10 level or above is Aircraft Mechanic. The position carries a working title of Crew Chief.

7. Grade Determination:

The major duties and responsibilities of the position substantially match the WG-10 level described in the standard. The incumbent is required to troubleshoot and diagnose problems on one or more types of aircraft, fixed and rotary wing, using a wide variety of test equipment to determine the type and extent of repairs required. Using a knowledge of how components, systems and assemblies fit, interact, and operate together, the incumbent performs all types of repair authorized under AVUM and AVIM with little or no direction. Removes, repairs, replaces and adjusts components, systems and assemblies. Adjusts and aligns connecting or interrelated assemblies. The level at which these duties are performed is properly evaluated WG-10. In addition to the duties already discussed, this position performs duties and has responsibility which clearly exceeds the WG-10 journeyman level. The incumbent is assigned to and maintains responsibility for a number of aircraft approximately equal to the percentage one position is to the total number of WG-11 Aircraft Mechanic positions assigned. For example, if the total number of aircraft assigned to a AASF or AAFA is fifty and ten of fifteen authorized WG-11 Aircraft Mechanics are

employed, each WG-11 has responsibility for five (5) aircraft. To assist with the maintenance of these assigned aircraft the incumbent has the help of one (1) or more employees working at the WG-10 level or below. The incumbent assigns and directs the work for these lower graded employees. It is noted that this does not in any way constitute a supervisory responsibility such as approving leave, disciplining subordinates or rating employees, even if the incumbent directs three (3) or more subordinates. Additional duties in support of assigned aircraft involve coordinating requests for assistance from Allied Shop specialists and assisting with and overseeing specialist work performed. When circumstances warrant an operational check on system of aircraft ~~other than the CH-47 and CH-54 helicopter~~, the Crew Chief is authorized to perform engine start and run up. Duties performed as a Flight Engineer are not classifiable using the WG-8852 standard, and do not constitute the highest level of duties required of the job (See Aircraft Operation Series, GS-2181). The additional duties and responsibilities required of this position indicate that one (1) additional grade is fully warranted and justified. The correct grade for this position is therefore determined to be WG-11

a. Final Classification:

Aircraft Mechanic, WG-8852-11

Classifier: H. Dean Wade Region: WCA Date: 20 May 1981

Coordinator: David L. Brough Date: 20 May 1981